

STOCK CLERK

Employment Opportunity

The Board of Prison Terms is an Equal Employment Opportunity Employer

JOB LOCATION

Position is located at the
Board of Prison Terms
1515 K Street
Sacramento, CA 95814

POSITION STATEMENT

(Permanent, Full-Time)

Under the direction of the Fiscal/Business Services Manager and the lead of the Materials and Stores Specialist, the Stock Clerk's responsibilities will include the following:

Job Description: Under the direction of the Fiscal/Business Services Manager and the functional lead of Materials and Stores Specialist (M&SS), the Stock Clerk checks goods received against bills of lading, purchase orders, or requisitions; prepares Stock Received Reports. Makes necessary adjustments for the return of damaged or sub-standard items. Stocks shelves in the Supply Room; ensures that stock is in its proper place and neatly arranged.

Assists the M&SS in the control of the Board's equipment including receiving, tagging, and inventory equipment items at headquarters and correctional facilities; maintains perpetual equipment and property inventory documents; arranges for repair of equipment items.

Maintains perpetual inventory records of quantities of stock on hand; wraps and packages goods for shipment; prepares bills of lading showing proper shipping instructions.

Provides equipment and supplies for the Board's field staff and the Department of Corrections' regional parole offices and Board desks at the state prisons.

Assists the M&SS with inventory and stocking of forms; sets up and breaks down Executive Board Room and other meeting rooms as required. Assists M&SS with internal office moves as required.

SALARY

\$2261 - \$2749

DESIRABLE QUALIFICATIONS

- Computer skills for word processing, excel and data entry.
- Strong ability to cultivate effective working relationships with others.
- Ability to lift and move heavy boxes and other materials up to 50 pounds.

Additional Information

The State Application (Form 678) can be downloaded from the State Personnel Board's website: www.spb.ca.gov or the California Youth Authority's website: www.cya.ca.gov

For questions specific to the position and/or duties, contact Janet Alcanter at (916) 445-4072.

SEND APPLICATION TO

Board of Prison Terms
1515 K Street
Sacramento, CA 95814
Attention Janet Alcanter

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/ Surplus eligibility. Please indicate your eligibility for this classification on the state application. Applicants are required to submit a State Application (Form 678) by the final filing date of September 24, 2004. This position is pending Department of Personnel Administration approval.

FINAL FILING DATE
September 24, 2004